

**CALIFORNIA BOARD OF OCCUPATIONAL THERAPY**

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State of California  
Department of Consumer Affairs  
Arnold Schwarzenegger, Governor



**CALIFORNIA BOARD OF OCCUPATIONAL THERAPY  
TELECONFERENCE MEETING MINUTES**

**April 28, 2005**

**Sacramento, Rancho Mirage, Los Angeles, Poway**

**SUNSET REVIEW COMMITTEE**

**Committee Members Present**

Mary Evert

Hugh Smith

**Staff Present**

Gladys Mitchell, Executive Officer

Norine Marks, Legal Counsel

April Freeman, Associate Governmental Program Analyst

Jeff Hanson, Staff Services Analyst

Marsha Gove, Office Technician

**Public Present**

Luella Grangaard

Cynthia Burt

**A. Call to Order, Roll Call, Establishment of a Quorum**

Executive Officer Gladys Mitchell called the meeting to order at 10:47 a.m. and called the roll.

**B. Introductions**

Committee members introduced themselves. Members of the public introduced themselves.

**C. Review of Committee Process**

Hugh Smith identified members of the Sunset Review Committee as himself, Mary Evert, Cynthia Burt, Roberta Murphy and Richard Bookwalter. He stated that the first order of business concerning the Sunset Review report was gathering the data as outlined in the questionnaire provided by the Legislature's Joint Commission on Boards, Commissions & Consumer Protection.

The Committee went through the questionnaire and delegated each section to either a Committee member, the Board president, the executive officer or staff members. The following time line for preparing the report was established:

May – Data Gathering

June – Review First Draft

July – Finalize Draft

August – Present Report to the Board at the Board Meeting

September – Send Report to the Department of Consumer Affairs and Legislature

#### **D. Public Comment Session**

There were no public comments.

#### **E. Adjournment**

The meeting adjourned at 11:18 a.m.